



HUMAN RESOURCES

***Town of Walpole
Commonwealth of Massachusetts***

Town Hall
135 School Street
Walpole, MA 02081
Phone (508)-660-7292
apply@walpole-ma.gov

November 22, 2021

Board Secretary
Conservation Commission
10hrs/week

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TOWN OF WALPOLE
TOWN HALL

Town of Walpole is seeking applicants for a part-time 10 hrs/wk Board Secretary position for the Conservation Commission. Must be a high school graduate with two years' of experience in general clerical work. Working knowledge of Microsoft Word & Microsoft Excel. Duties include but not limited to, preparing meeting agendas & taking minutes. Ensures compliance with Open Meeting Law. \$23.24 per hour. Job description via Walpole website www.walpole-ma.gov.

Applicants can submit cover letter, resume & Town of Walpole employment application to:
Town of Walpole, HR, 135 School Street, Walpole, MA 02081 or email apply@walpole-ma.gov. Position will remain open until filled. AA/EEO

*The Town of Walpole is an equal opportunity employer. M/F/D/V and does not discriminate based on race, creed, gender, national origin, age, disability, marital or veteran status, sexual preference or any other legally protected status. **Posted Monday, November 22, 2021***